

# Using the Canon Microfilm/microfiche Reader with XnView software

- I. Turn on the Cannon reader using red switch on the power strip behind the reader.
- II. Turn on the attached computer by pressing the I/O button in the upper left-hand corner.
- III. While you are waiting for the computer, load your microfilm (using the diagram above the left side crank, and a gray take up reel on the right side).
- IV. Find the first image you want to capture and use it to determine the size of the image you will be capturing (legal or letter, using the corner angles on the Canon screen).
- V. When the computer is ready, double click on the **XnView Film Scan** icon.



- VI. On the menu bar, click on the **Scan** icon to bring up the **User Preferences** box.



## A) Recommended settings (defaults)

1. **Mode:** 256-Level gray
2. **Page Size:** Letter (according to the images on the film (see step IV above))
3. **Dots per inch:** 95% of the time 300dpi will be fine. You may want to try a higher setting if the film image is of poor quality.
4. **Brightness:** start with "Brightness Auto" (see below for additional instructions if needed)
5. **Start Option:**
  - a) If the box is not checked, you start each scan by clicking on the Scan button in the lower left corner of User Preferences box. (Recommended setting)
  - b) If the **Panel Start** box is checked, it will do two things
    - i. Open a small **Scan Panel** dialog box
    - ii. allow you to use the green button (on the right side, below screen on the Canon reader) to start a scan
    - iii. (because the computer interface is somewhat harder to understand this option is not recommended for beginners)
6. **Other Options**
  - a) **Deskew:** leave unchecked
  - b) **Prescan:** leave unchecked
  - c) **Scan Single Page:** leave unchecked
7. If your film is negative, click on the **More** button and then change the setting to Negative by clicking on the button labeled "**Positive**" and selecting "**Negative.**"

- VII. Capture images by clicking the **Scan** button in the User Preference box (or the green button on the Canon reader as determined in VII-A-5 above).

1. When each image is captured, a new tab will appear on the line with the browser tab with a label like "<scan1>". The most recent scan image will be the focus tab.
2. Advance the film to the next image.
3. Continue scanning until you reach a convenient stopping point.
4. Close the Scan Panel and the Preferences

VIII. To save your images to a flash drive

- A) Insert a flash drive into one of the USB ports on the front panel of the computer tower.
- B) In the XnView window, click on **File** in the upper left corner.
  - 1. Select “**Save opened image(s)**” (about half way down the page)
  - 2. Navigate to your flash drive and destination folder (you can create a new folder by clicking on the “**New Folder**” button in the lower left corner of the Copy window).
  - 3. Click on the “**Copy**” button.

IX. To **shut down** the computer and Cannon reader

- A) close the XnView application and all others open on the computer.
- B) Remove the thumb drive by
  - 1. clicking on the file explorer icon in the tray at the bottom of the screen
  - 2. right click on the name of your thumb drive
  - 3. click on  
Eject”
  - 4. When a small window opens in the lower right corner, it is safe to remove the thumb drive.
- C) Click on the round, blue Windows icon on the left side of the tray.
- D) Click on the “Shut Down” button to turn off the computer and wait for the computer to shut down.
- E) Turn off the Canon Reader using the red lighted switch on the power strip behind the reader.